

16 MAR 1956

MEMORANDUM FOR: Chairman, Supergrade Review Board

SUBJECT : CIA Supergrade Structure

REFERENCES : Attached as Tabs

- (a) DD/P Supergrade Recommendations
- (b) DD/I Supergrade Recommendations
- (c) DD/S Supergrade Recommendations
- (d) DCI Supergrade Recommendations
- (e) Summary of Supergrade Recommendations  
and Current Status of Supergrade Positions

1. The Supergrade Review Board during the meeting of 2 June 1955 considered a Staff Study, Subject, "CIA Supergrade Structure" and approved the following recommendations:

25X9  
25X9

"a. Consistent with composite supergrade/total personnel ratios and supergrade distribution patterns of the AEC, State, FCA, and USIA, the CIA Supergrade Ceiling should be established currently at [ ] positions, [ ] P.L. and GS-13; [ ] GS-17; [ ] GS-16."

25X9  
25X9

"b. General or flag rank military officers on active duty and Foreign Service Officers of rank FSO-1 or higher class who are detailed to perform the duties of Agency positions should henceforth obligate supergrade ceiling positions."

2. This proposed Supergrade Structure was discussed with representatives of the Bureau of the Budget on 4 October 1955. While Bureau of the Budget officials emphasized the fact that their organization had no specific authority concerning CIA Supergrade positions, their counsel was for the Agency to undertake a careful classification study, to establish the validity of each supergrade position prior to increasing the ceiling to enable the position to be filled. In line with this advice by the Bureau of the Budget, the Supergrade Review Board approved a study of Agency supergrade positions, existing and potential, to consist of:

- a. Initial nominations by Deputy Directors of positions under their command or career service jurisdiction they consider to be supergrades. Nominations were to include the proposed grade level for each position together with its relative ranking among all positions nominated on the basis of relative responsibility, importance and difficulty.
- b. Consideration of Deputy Directors' nominations by the Supergrade Review Board and presentation of Board recommendations to the Director.

SUBJECT: CIA Supergrade Structure

3. The Deputy Director proposals as attached provide for increases in supergrade authorizations as follows:

1 Jan. 56 Ceiling	SG's on Duty	Proposed SG Positions	% Increase Over Ceiling
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TCI  
DE/P  
DE/I  
DE/S

25X9

With respect to grade distribution of the recommended positions, the following comparison can be made:

Supergrade Board Approved Distribution of [ ] Positions	Current Proposals
[ ]	[ ]
GS-16 & PL	[ ]
GS-17	[ ]
GS-16	[ ]

25X9

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25X9

A more complete statistical summary of current proposals and approved Supergrade positions is submitted in Tab E.

4. Major developments evident in supergrade requirements proposed in each component are as follows:

DE/P - Increases in Area Division Chiefs and Deputy Division Chiefs grades. New supergrades for Division Chiefs within the Senior Staffs. Elimination of the [ ] classifications for "Senior Representatives" with grades distributed from GS-16 to GS-18. Establishment of supergrades for more Base and Station Chiefs.

25X1A

DE/I - Establishment of supergrades for Senior Research Staff, DE/I, and the Office of Statistical Research. Increased supergrade recognition for scientific positions.

DE/S - Increases in number of supergrade positions for Division and Staff Chiefs in Office of Communications, Training, and Logistics, including Communication Area Chiefs.

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EYES ONLY

SUBJECT: Revision of CIA Supergrade Authorization

individuals from grade 15 to 16 during the next several years, in addition to those promoted to replace supergrade employees who separate during that period.

5. It is recommended by the Supergrade Review Board that:

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a. The [redacted] positions listed in the study be approved on a planning basis as the overall Agency supergrade framework. Individual promotions to these positions will continue to require approval by the Director of Central Intelligence.

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b. The supergrade ceiling be raised from [redacted] and the Bureau of the Budget notified accordingly.

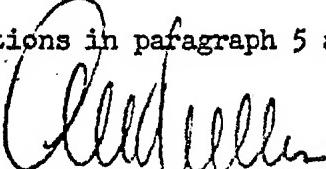
25X1A



C. P. CABELL  
General, USAF  
Chairman, Supergrade Review Board

Attachment  
Supergrade Evaluation Study

The recommendations in paragraph 5 are approved:

  
\_\_\_\_\_  
ALLEN W. DULLES  
Director of Central Intelligence

14 MAY 1959

\_\_\_\_\_  
Date

EYES ONLY

SECRET

~~EYES ONLY~~

8 MAY 1959

*Supergrade*

MEMORANDUM FOR: Director of Central Intelligence  
 SUBJECT: Revision of CIA Supergrade Authorization

1. This memorandum contains recommendations for your approval. Such recommendations are contained in paragraph 5.

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2. On 27 July 1957, you approved a Supergrade Job Analysis Study which established [ ] supergrade positions on a planning basis. At the same time you decided to retain the ceiling figure of [ ] which had previously been discussed with the Bureau of the Budget.

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25X9

3. The Supergrade Review Board and the Office of Personnel have completed a periodic revision of the authorized supergrade structure and other key positions to incorporate changes brought about by organizational realignment and varying emphasis on position responsibilities. Tab A presents a statistical summary of the [ ] supergrade positions proposed for your approval at this time. Tab B contains the previously approved job grading plan, position listings in order of rank and job evaluation sheets. A comparison of the supergrade and GS-15 employees and recommended positions is as follows:

25X9

PL and GS-18

<u>Personnel on Duty</u>	<u>Recommended Positions</u>
GS-17	
GS-16	
GS-15	

25X9

25X9

25X9

25X9

4. The positions described in the attached study pertaining to the mission of the Deputy Director (Intelligence) and the Deputy Director (Support) are substantially the same as those previously approved. However, a thorough review of the grade structure of the Deputy Director (Plans) was undertaken, the results of which reflect the simplification of the headquarters structure, organizational changes, and the increased stature of certain overseas positions. The approval of the supergrade positions and a commensurate increase in authorized ceiling to [ ] will make possible the promotion of [ ]

25X9

~~EYES ONLY~~  
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18 November 1949

MEMORANDUM FOR: Executive

SUBJECT : Letter from the Comptroller General, 15 November 1949, B-90432.

1. As you can see, from the attached letter from the Comptroller General, certain positions in non-professional and non-scientific categories may be established in the Central Intelligence Agency in the General Schedule Grades 16, 17, and 18, as proposed in the Classification Act of 1949, P.L. 429, approved 28 October 1949.



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Positions in these grades to start as of 1 January 1950.

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central  
Intelligence

Encl

Subj ltr (in dup)  
ER 0-7518

I certify that pursuant to instructions from the Director of Central Intelligence, the effective date of the Personnel Actions authorized above was set as of 25 December 1949 in lieu of 1 January 1950.

25X1A

(s)

~~SECRET~~

Captain, USN  
Executive